

S.SATHISH KUMAR

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CARRER OBJECTIVE

A position as Stores Executive in Stores providing the opportunity to make a strong contribution to the organization goals through continued development of professional skills.

PROFESSIONAL SUMMARY

- Active and Excellent experience as **Store Executive** in M/s. IM GEARS Pvt Ltd.
- Have good experience in SAP-MM3, Production & QM Lab Module & VPS.
- Proactive Problem solving with Root cause Analysis.
- Strong grip on Microsoft office: MS PowerPoint, MS Word, MS Excel.
- Excellent in team work with interpersonal skills, Quick learner, adaptable and process -oriented with high customer orientation. An innovative thinker with good analytically and problem solving skills.

PROFESSIONAL EXPERIENCE

- **Store Keeper** : Sep-2001 – Oct-2004.[M/s. IM GEARS Pvt Ltd]
- **Store In-charge for Raw Material**: Nov-2004 to Mar-2010.[M/s. IM GEARS Pvt Ltd]
- **Store Executive**: Apr-2010 to 2019.[M/s. IM GEARS Pvt Ltd]
- **Store In-charge** :2019-Till Now.[SAAB Engineering]

SOFTWARE PROFICIENCY

- **SAP-MM3, Production & QM Lab Module**
- **MS Office**

RECEIVING:

- Receives all incoming shipments; verifies and inspects for conformity to appropriate purchase orders, Notifies and/or delivers received items to addressee.
- Receives, classifies, and credits returned or reclaimed materials, supplies, and equipment and replaces them in stock according to an existing storage system.
- Unpacks materials, supplies, tools, and equipment; verifies articles received against packing list and purchase orders; counts or weighs the articles; stores articles in prescribed bins, racks, shelves, and floor or yard sites.
- Inspects incoming materials for wear, damage, or defects; reports any discrepancies or damage in materials received; notifies to responsible person if repairs or adjustments are required.
- Goods Receipt Note (GRN) preparation through SAP System.
- All material checked & tagged or identification & kept in respective store location & handover this material to QA for inspection purpose.
- Responsible to keep tracking for inspection approved material to be placed in respective location and upload the data system.

MATERIAL ISSUE:

- Issues articles upon requisition form, checking order and releasing the material through SAP system.
- Sending the raw materials & cut blanks for out sourcing through 57 Challan and processing E way bill.
- Material will be issued based on the FIFO system.

MATERIAL ORDERING:

- Writes up purchase requisitions to maintain adequate inventory of materials, supplies and initiates special orders for materials and parts for special jobs.
- Co-ordinates with Production Department regarding materials for planned jobs.
- Works with Accounting Section concerning discrepancies in deliveries and to identify and anticipate problems regarding a transaction on a purchase or delivery.
- Coordinates with Purchasing Department on materials relating to purchases, inventory, and non-inventory items according to specifications and standards & Budget.

MATERIAL CONTROL:

- Maintaining stock movement on daily basis, and escalating the short fall material to Purchase department.
- Performs clerical duties associated with storekeeping function.
- Prepares form records and obtains necessary signatures for stock issued.
- Labels items for storage as required; assists in filing receiving reports and requisitions.
- Maintains the stock area and other work areas in a clean and orderly condition.
- Processes the return of materials to vendor & materials to be scrapped.
- Solves difficult problems such as tracing purchase documents and partial shipments.
- Monitoring of receipt, Import documents and issue documents and keeping records for audit and finance purpose

EDUCATION QUALIFICATION

- Degree : BA-English Literature

PERSONAL PROFILE

- Father's name : S.Subramanian
- Date of birth : 29th May' 1978
- Gender : Male
- Marital Status : Married
- Contact address : MIG 570/1 Phase 10
1st floor TNHB,Rayakottai Road,
Hosur-635109.

"I consider myself familiar with Aspects. I hereby declare that the information furnished above is true to the best of my knowledge."

Place : Hosur

Date : (S.SATHISHKUMAR)